



### *SheviocK Parish Council*

The Bill Warren Room, SheviocK Memorial Hall, Craffhole, Torpoint, Cornwall, PL11 3DG  
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#### **The Minutes of the Parish Council Meeting held on Monday 9<sup>th</sup> November 2015 in the Methodist Church Schoolroom, Craffhole, commencing at 7.00pm.**

**Present:** Councillors C Kennedy, Chairman, S Medway, Vice Chairman, Mrs Jenny Bushrod, P McLaren, M Snowling, J Isaac and Mrs D Mathias

**In Attendance:** L Coles, Parish Clerk.

There were 5 members of the public present.

**Item 1. APOLOGIES:** None.

**Item 2. DECLARATIONS of INTEREST. (a) AGENDA ITEMS.** None were declared. **(b) GIFTS** (All gifts and hospitality offered or received that could be seen by the public as likely to influence a Councillor's judgement). None were declared.

**Item 3. CONSIDERATION OF WRITTEN REQUESTS FOR DISPENSATIONS.** None received.

**Item 4. POLICE REPORT.** Monthly Report. The Chairman read out the crime figures for SheviocK from the report for October 2015. There were a total of 28 crimes reported in Torpoint and across the Rame Peninsular, none of which were committed in SheviocK Parish.

**Item 5. PUBLIC PARTICIPATION.** Rick Baker handed round printed guidance notes for #2Minute Beach Clean. Issy Baker, his daughter, has become very distressed at the amount of litter on the Portwrinkle beaches and would like the Parish Council to consider running this scheme, which would provide bags for people to collect their rubbish in and encourage them to dispose of it in bins provided. #2Minute Beach Clean will provide a sign, which is maintenance free, and a bag holder. Although there is the same amount of litter on both beaches it was decided to pilot the scheme at Finnygook Beach in the first instance. Cllr Kennedy asked Rick Baker to approach the owner of the Jolly Roger Café with regard to securing the sign on the approach to the top of the beach path. Discussion followed and it was agreed that there was broad support from the Parish Council. The aim will be to have the scheme running by Easter 2016. The Parish Council thanked Issy Baker for bringing this matter to its attention. Rick and Issy Baker left the meeting.

A resident, Jeff Dutt is running an appeal for Water Aid. Inspired by an idea from Sion in Switzerland, it is proposed to have a Nativity Cribs Tour of the Parish. Cribs will be produced by individual people and organisations, it is hoped to get a minimum of 20, and the public will be invited to tour the Parish to view them. A lockable box will be provided for each site so that people can make a donation to Water Aid. The Cornish Times is interested in being involved and has offered to print a map of the Cribs for people to follow. The Parish Council was asked if it would make a Crib. Cllr Kennedy asked that the Parish Council has time to discuss this idea and Members will look on line at the Sion site for ideas. **All**

A member of the public from Portwrinkle wished to raise four points (i) the damage to the road where the buses turn at Whitsand Bay View, (ii) the kerb that has been destroyed by the developers of Treacarrel and the mud on the road and (iii) at what stage the TRO for Portwrinkle is. Cllr Kennedy reported that he had a meeting with the Head of Highways that morning to discuss the damage to the road made by the buses turning and it has been agreed that the junction at WBV needs repairing rather than patching. With regard to the damage to the verge and kerb, images were taken before work commenced at Treacarrel and it is the Parish Council's understanding that any damage will be made good at the end of the project. It was agreed that the Clerk will write to the Architect again and Cllr Kennedy will take up to date photographs. **Clerk and Cllrs Bushrod and Kennedy**

Cllr Kennedy said that he has spoken to CORMAC today regarding the TRO and it is hoped to start the work in December/January.

It was reported (iv) that Travis Perkins, delivering building materials, did not protect the asphalt when jacking up the lorry and that this has caused damage. The date of this happening is to be supplied and the Clerk will write to Travis Perkins. **Clerk** Cllr Medway suggested writing to the bus company regarding the drivers turning at WBV. Cllr Isaac said that if they reversed up WBV and then drove out it would not cause this damage. Cllr Medway said that the diesel and oil left on the road by the buses is softening the asphalt and making it easier to churn up. It was agreed that Cllr Mathias will take these points to the Rame Transport Users Group to deal with because the group has a direct contact with City Bus. **Cllr Mathias**

**Parish Surgery.** Cllr Isaac reported some concerns raised at the Parish Surgery held on 7<sup>th</sup> November. The Millicent Hoskins Flowerbed at Stumpy Cross is very overgrown. Dave Dunn said that this flowerbed was taken on by the WI in memory of Millicent but had been maintained by various groups of volunteers over the years. Cllr Kennedy said that he sees this as being part of the clean-up for the Parish in the spring. Sue Wilkes is happy to volunteer to help. Sue Wilkes also said that the hedge on the west side of the flowerbed has grown a fair way out and if this was cut back it would enable cars to park more easily. Cllr Kennedy said that this is another job for the spring clean-up. A member of the public had asked Cllr Isaac what the Parish Council's stance was in relation to the Government edict regarding second homes. Cllr Kennedy said that Policy no. 1 in the Neighbourhood Development Plan states that second homes will be discouraged.

Cllr Kennedy informed the Parish Council that former Councillor Mrs Alison Pepper had passed away on the 17<sup>th</sup> October. Her funeral will be at 1.30pm at St Mary's Parish Church, Sheviok on Friday 13<sup>th</sup> November. Alison was remembered for her sterling work on the Parish Council and a Minutes Silence was observed.

**Item 6 RESPONSE TO PUBLIC PARTICIPATION** Responded to as above.

#### **Item 7. PLANNING**

**a) Planning applications received before the Agenda was finalised:**

**PA15/08659.** Bridge Moor Turbine on Land North East of Lower Withnoe, Barton, Freathy. Erection of a single wind turbine with maximum blade tip height of 67m (hub height 40m), formation of new vehicular access, access track and associated infrastructure. This application is in St Johns Parish but was considered as part of the Rame Peninsular Cluster Group. A letter of objection has been drafted on behalf of the Cluster Group of Parishes and it was **RESOLVED** that Sheviok Parish Council supports this objection. **Proposed by Cllr McLaren, seconded by Cllr Medway with all in favour.** The Clerk will send the letter. **Clerk**

**b) Details of Planning Applications received after the Agenda was published:** The Clerk reported that an application PA15/09958 had been listed on the weekly planning lists by Cornwall Council but the hard copy had not yet been received. **PA15/09958** Ms M King, Virginia Cottage East, Finnygook Lane, Portwrinkle, Torpoint. Construction of a single story rear extension to enlarge the kitchen. New external door in the south wall of the existing kitchen.

**c) Cornwall Council's Response to Planning Applications: PA15/06234** GW Earle Hotels Ltd, Whitsand Bay Hotel, Finnygook Lane, Portwrinkle, Torpoint, Cornwall. Change of use of 2 flat roof areas to terraces. **REFUSED**  
**PA15/02785 /PREAPP** Jolly Roger Café. **CLOSED. ADVICE GIVEN**  
**PA15/07659** Tredrossel House, Sheviok, Torpoint, Cornwall PL11 3DZ. Proposed loft conversion and associated works. **APPROVED**

#### **Item 8. MINUTES or NOTES FROM THE FOLLOWING MEETINGS TO BE APPROVED AND SIGNED**

- a) **The Minutes of the Parish Council Meeting held on Monday 12<sup>th</sup> October 2015.** It was **RESOLVED** to approve and sign the minutes as a true record of that meeting. **Cllr Medway proposed and Cllr Snowling seconded and all were in favour.**

#### **Item 9. TO REPORT MATTERS ARISING FROM THE ABOVE PARISH COUNCIL MEETING MINUTES, which are not covered by Agenda Items.**

- Page 1, item 5. The Clerk got prices from Cornwall Council for an annual car park space. The average amount is £300. It was **RESOLVED** that £300 will be charged for an annual summer period car park space at Portwrinkle. **Proposed by Cllr Medway, seconded by Cllr McLaren and all in favour.** The Clerk will write to Mr Reynolds. **Clerk**
- Page 2, Item 9. The Clerk reported that Cornwall Council has said that there are no By-Laws governing the issue of the horses in the harbour. Riders are expected to clear up horse mess and to observe times when the beach is quiet. An officer can be deployed by Cornwall Council if horses and riders are identified. Cllr Isaac said that

this did not answer his concerns. Cllr Kennedy asked Cllr Isaac to draft a letter for the Clerk to send to Environmental Services. **Cllr Isaac.**

- Page 2, Item 9 Waste bags. The Clerk reported that these are available from the One-Stop Shops
- Page 2 Item 9 Issues raised by Mr Harris. The Clerk has contacted Cornwall Council regarding the rubbish bins in WBV. Complaint has been logged again and passed to CORY who will contact the Clerk. It was agreed that the Clerk will maintain contact to ensure that it is dealt with. **Clerk**
- Page 2 Item 9. The Clerk has contacted Enforcement about the letter sent regarding The Jolly Roger Café. The owner has applied for retrospective planning permission and this has effectively stalled any enforcement action. However, a Land Stability Survey has been carried out on the cliff side of the car park and cracks in the asphalt have been noted although it is thought that these are old because of the vegetation growing in some of them. It is uncertain from the survey if there is instability or slippage. The fence line on the cliff side has not moved according to the Surveyor, who carried out a survey in 2012. A full Planning Application for the structures at the side of the café is expected. Cornwall Council will keep the Clerk informed.
- Page 2, Item 9. The Clerk has emailed Highways again regarding the damage to the verge, cliff and road re Trecarrel.
- Page 2, Item 9. The Clerk has contacted the Environment Agency regarding the Notice Boards at the Harbour. No one seems to know who put up the new board. It was decided to use the notice boards to display the Harbour Code of Conduct and wait to see if anyone complained. **Cllr Isaac**
- Page 2, Item 9. The Clerk is waiting for a reply from the Insurance Company about the public liability insurance for the volunteers. **Clerk**
- Page 3 Item 11. The Clerk has drafted a letter to Sarah Rundle regarding the cattle on the footpath but is unsure of her address. Cllr Kennedy will find out this information. **Cllr Kennedy**
- Page 3 Item 13. CORMAC has visited Antony and driven the proposed routes. Cllr Kennedy read out the response from Jeremy Edwards. Cllr Kennedy has asked to have the report for December's PC Meeting.
- Page 3 Item 14. Open Space. The grant form has been submitted.
- Page 3 Item 16 (c) The 19<sup>th</sup> November is the deadline for the Newsletter.
- Page 4 Item 18 (d) Cllr Kennedy gave an update on the Parish Council's Auto-Enrolment for Pensions, with costs.

**Item 10. BUS SHELTER AT PORTWRINKLE** Cllr Kennedy read out an email from Graham Manning regarding the site of the bus shelter outside Tamarisk. The site of the Bus Stop is fixed by the TRO for Portwrinkle parking and has been the subject of public consultation. Cllr Kennedy outlined the three options for the site of the shelter. Cllr McLaren has contacted Cornwall Council regarding planning permissions required. **Cllr Snowling proposed** the Motion that a formal planning application is progressed for the site around the seat at the Promenade and that the Highways Road Safety Team is asked to confirm they have no objection to the proposed location. **The Motion was seconded by Cllr Medway and all were in favour.**

**Item 11. NEIGHBOURHOOD DEVELOPMENT PLAN** Cllr Medway reported that the NDP Group has met twice since the last Parish Council meeting. It has finalised the form of consultancy and is aiming to go live on the 19<sup>th</sup> November, at which time there will be a list of Consultees and places where the document will be available, for six weeks. The NDP will be looking to the Parish Council to support the final submission to Cornwall Council, subject to there being no significant amendments necessary.

**Item 12. GRANTS POLICY.** A copy of the amended Grants Policy had been circulated to the Members for approval. It was **RESOLVED** to adopt the Grants Policy, as amended. **Proposed by Cllr Bushrod and seconded by Cllr Isaac with all in favour.**

**Item 13. PORTWRINKLE PARKING** This had partly been discussed under Item 5, Public Participation. Cllr Kennedy reported that the Rame Parishes are in favour of parking enforcement and the next step is to map out where the Enforcement Officer will be required to cover. Cllr Kennedy asked if anyone has any evidence of an Enforcement Officer attending Portwrinkle and to let him know if they have seen one.

**Item 14. TRAINING** The Clerk reported that the places have been booked for the planning training on 23<sup>rd</sup> November at Callington Town Council.

**Item 15. CLERK'S HOURS OF WORK.** Cllr Kennedy circulated an analysis of the hours worked by the Clerk. Cllr Kennedy said that it has to be accepted that there is a lot more work to be done than in the past. It was **RESOLVED** to increase the Clerk's hours as per the analysis. **Proposed by Cllr Medway, seconded by Cllr Isaac, five votes for and two against.**

It was **RESOLVED** that, in any given month, the Clerk will inform the Chairman if her contracted hours of work are almost used up and there is still work outstanding. The Chairman will then decide if extra hours are required to fulfil her duties. **Proposed by Cllr Medway, seconded by Cllr Snowling with all in favour.**

**Item 16. CORRESPONDENCE. To report Council's response to the following:**

- a) 17/10 and 28/10. Emails from Alan Percy re Footpaths and Highways Agreements. **Noted**
- b) 19/10 Email from Graham Manning re Bus Shelter at Portwrinkle. This was discussed under Item 10.
- c) 23/10. Email from Judy Howard inviting Council to Peer Group Review, Cornwall Council Planning, focus meeting on 19<sup>th</sup> November. **Noted**

**Item 17. UPDATES FROM OTHER GROUPS:**

**Rame Peninsular Public Transport Users Group.** This was already discussed under Item 5.

**Open Space Sub Group**– Karen Baker is suggesting a Scarecrow Trail by the end of January to raise funds.

**Flower Beds Sub Group**–Cllr Mathias reported that the plants have been purchased.

**Cornwall and Isles of Scilly Growth Programme**– Cllr Isaac attended a recent meeting and gave details. Caroline Hanlon is responsible for this area. Discussion followed.

**Item 18. FINANCE.**

a) Clerk had circulated the list of cheques and payments for approval.

**b) Cllr Isaac proposed and Cllr Bushrod seconded and all agreed to the payment of the following Parish/ Devolution Account cheques and bank payments, as paid online in accordance with the bank mandate, November:**

- 300355 – P Hambly, repairs to play equipment at the Open Space - £112.00
- 300356 - Sheviock Memorial Hall, rent for Clerk's office - £61.20
- Online- JRB Enterprises, Invoice 14718 re Dog Bags - £168.00
- Online - N Bridgman, Dog Warden, October hours - £98.25
- Online - L Coles, Clerk's Parish hours October+ additional hours x 17 + tax rebate - £620.88
- Online – Contract Sign Systems- Invoice 37887 New Car Park Sign - £102.19
- Online - M Jakes Cleaner's Wages October- £125.60
- Online - L Coles, Clerk's October Devolution Wages - £97.39
- Online – South West Water Bill: 6030 3437 74 - £181.94
- Online – Bunzl, Toilet Cleaning Supplies - £96.72
- Online – Parkeon LTD – Invoice UK82271 - £205.80

**Income:** Parish Account: £140.00, Donation for Dog Bags

c) The Bank Reconciliation was received, checked and signed by Cllrs McLaren and Bushrod.

d) Cllr Kennedy circulated a copy of the Budget and discussed the objectives and the figures on the spreadsheet. The Budget and Precept will be resolved at the next Parish Council meeting, in December.

e) The Dog Bin has been purchased and will be installed as soon as the old one is emptied by CORY.

**Item 19. ITEMS FOR INCLUSION IN FUTURE MEETINGS.**

Setting of the Precept

**Item 20. DATE OF NEXT MEETING**

The next meeting of the Parish Council will be held on Monday 14<sup>th</sup> December 2015 commencing at 7.00pm.

There being no further business the Chair closed the meeting at 9.50 pm.

Signed..... Date.....

Chairman, Sheviock Parish Council